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## TEMPLATE: Welcome to your Bronze Award

 **Email Use:** Email to send to all new Bronze Award Participants.

**Attachments:**

* Bronze Award\_ Award Plan
* Bronze Award\_ Checklist
* Bronze Award\_ Guide for Participants
* Assessor Commencement Guide & Volunteer Code of Conduct
* ORB Web User Guide and the Participant App User Guide (download latest version from ORB).

**Content:**

**Welcome to the Duke of Edinburgh’s International Award!**

Your registration for the Duke of Edinburgh’s International Award - Bronze Award has now been approved! You are now able to setup your Award Sections in the Online Record Book (ORB): [http://www.onlinerecordbook.org](http://www.onlinerecordbook.org.au)

**Getting started**:

Read through information on our website regarding setting up your Award: [Getting Started](https://dukeofed.com.au/doing-the-award/getting-started/) If you are searching for any information on the Duke of Edinburgh’s International Award, or you just need some inspiration, there is more information available at <http://www.dukeofed.com.au>

*Please note: We recommend you download the Participant app to log hours (Award set up must be done on a desktop).*

To assist in planning your Bronze Award, the attached documents may be of use:

* **Bronze Award\_ Award Plan:** Not mandatory to complete, however, it can assist you in planning the various Sections of your Award. Should you choose to complete, please email your Award Leader a copy for feedback.
* **Bronze Award\_ Guide for Participants:** Provides Activity ideas for your Award.
* **Bronze Award\_ Checklist:** Assists you check you have all requirements completed for each of your Sections on ORB. Great to fill out before submitting your Award for final approval.
* **User Guides:** Web User Guide and Participant App User Guide. Please read through these if you are unsure about how to use ORB.

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| **Assessors:**It is a requirement of the Award that for each Section activity you undertake, you must have an appropriate Assessor. An Assessor must be over 18 and suitably qualified and/or experienced in your chosen activity –**they cannot be a family member**. *Please note: Activities will not be approved in ORB until a suitable Assessor is added and paperwork is uploaded. Until Assessors are approved in ORB you will not be able to log any hours towards your Award.* Paperwork: It’s important that you have each of your Assessors complete the **Assessor Commencement** and **Volunteer Code of Conduct forms** and upload these into your ORB documents, along with the Assessor’s **Working with Children’s Check** (if Participant is under 18 years of age).*Please note: All documents being uploaded into ORB should be clearly labelled, eg:* * *Assessor Forms\_ Voluntary Service\_ Animal Shelter*
* *Assessor WWCC\_ Voluntary Service\_ Animal Shelter*
* *Assessor All Forms\_ Physical Recreation\_ Basketball*
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**Logging your Activities:**

For Bronze, your logging requirements for the **Physical Recreation**, **Skills** and **Voluntary Service** Sections are 1 hour every week (7 days), 2 hours every fortnight (14 days) or 4 hours every four week period (28 days) over the required time of 3 months (13 weeks) for each Section.

**As this is your** **first Award Level,** you are required to choose one of the Sections; Physical Recreation, Skills or Voluntary Service as your ‘Major Section’. This means you are required to undertake that activity for a period of 6 months (26 weeks) instead of 3 months.

For your **Adventurous Journey** Section, you need to complete a Practice Journey and a Qualifying Journey, each for a minimum of 2 days and 1 nights, using the same mode of travel and of a similar nature and in a similar environment, but not over the same route. As many school camps and family holidays do not meet the criteria, please discuss your Adventurous Journeys with your Award Leader prior to undertaking.

Please don’t hesitate to contact your Award Leader should you require advice or assistance on your Award.

I look forward to following your Bronze Award journey and wish you the best of luck!

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TEMPLATE: Welcome to your Silver Award **Email Use:** Email to send to all new Silver Award Participants.

**Attachments:**

* Silver Award\_ Award Plan
* Silver Award\_ Checklist
* Silver Award\_ Guide for Participants
* Assessor Commencement Guide & Volunteer Code of Conduct
* ORB Web User Guide and the Participant App User Guide (download latest version from ORB).

**Content:**

**Welcome to The Duke of Edinburgh’s International Award!**

Your registration for your Duke of Edinburgh’s International Award – Silver Award has now been approved! You are now able to setup your Award Sections in the Online Record Book (ORB): <http://www.onlinerecordbook.org.au>

**Getting started**:

Read through information on our website regarding setting up your Award: [Getting Started](https://dukeofed.com.au/doing-the-award/getting-started/) If you are searching for any information on the Duke of Edinburgh’s International Award, or you just need some inspiration, there is more information available at <http://www.dukeofed.com.au>

*Please note: We recommend you download the Participant app to log hours (Award set up must be done on a desktop).*

To assist you in planning your Silver Award, the attached documents may be of use:

* **Silver Award\_ Award Plan:** Assists you check you have all requirements completed for each of your Sections on ORB. Great to fill out before submitting your Award for final approval.
* **Silver Award\_ Guide for Participants:** Provides Activity ideas for your Award.
* **Silver Award\_ Checklist:** Assists you check you have all requirements completed for each of your Sections on ORB. Great to fill out before submitting your Award for final approval.
* **User Guides:** Web User Guide and the Participant App User Guide. Please read through these if you are unsure about how to use ORB.

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|  **Assessors:**It is a requirement of the Award that for each Section/ Activity you undertake you must have an appropriate Assessor. An Assessor must be over 18 and suitably qualified and/or experienced in your chosen Activity –**they cannot be a family member**. *Please note: Activities will not be approved in ORB until a suitable Assessor is added and paperwork is attached. Until Assessors are approved in ORB you will not be able to log any hours towards your Award.* Paperwork: It’s important that you have each of your Assessors fill inthe **Assessor Commencement** and **Volunteer Code of Conduct forms** and attach these into your ORB documents, along with the Assessors **Working with Children’s Check** (if Participant is under 18 years of age).*Please note: All documents being uploaded into ORB should be clearly labelled, eg:* * *Assessor Forms\_ Voluntary Service\_ Animal Shelter*
* *Assessor WWCC\_ Voluntary Service\_ Animal Shelter*
* *Assessor All Forms\_ Physical Recreation\_ Basketball*
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 **Logging your Activity:**

For Silver, your logging requirements for the **Physical Recreation**, **Skills** and **Voluntary Service** Sections are 1 hour every week (7 days), 2 hours every fortnight (14 days) or 4 hours every four week period (28 days) over the required time of 6 months (26 weeks) for each Section.

Additionally, **if this is your first Award**, you will be required to choose one of the Physical Recreation, Skills or Voluntary Service Sections as your ‘Major Section’. This means you will be required to undertake that Activity for a period of 12 months (52 weeks) instead of the standard 6 months.

For your **Adventurous Journey** Section, you will need to complete both a Practice Journey and a Qualifying Journey, each for a minimum of 3 days and 2 nights, both using the same mode of travel and both of a similar nature and in a similar environment, but not over the same route. As many school camps and family holidays do not meet the criteria, please discuss your Adventurous Journeys with your Award Leader prior to undertaking.

Please don’t hesitate to contact your Award Leader should you require advice or assistance on your Award.

I look forward to following you Silver Award journey and wish you good luck!

## TEMPLATE: Welcome to your Gold Award

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**Email Use:** Email to send to all new Gold Award Participants.

**Attachments:**

* Gold Award \_Checklist
* Gold Award\_ Guide for Participants
* TEMPLATE\_ Gold Award Proposal
* TEMPLATE\_ Gold Award Summary
* Assessor Commencement Guide & Volunteer Code of Conduct
* ORB Web User Guide and the Participant App User Guide (download latest version from ORB).

**Content:**

**Welcome to the Duke of Edinburgh’s International Award!**

Your registration for your Duke of Edinburgh’s International Award - Gold Award has now been approved! You are now able to setup your Award Sections in the Online Record Book (ORB): <http://www.onlinerecordbook.org.au>

**Getting started**:

Read through information on our website regarding setting up your Award: [Getting Started](https://dukeofed.com.au/doing-the-award/getting-started/) If you are searching for any information on the Duke of Edinburgh’s International Award, or you just need some inspiration, there is more information available at <http://www.dukeofed.com.au>

*Please note: We recommend you download the Participant app to log hours (Award set up must be done on a desktop).*

**Activities:**

To assist you in planning your Gold Award, the attached documents may be of use:

* A **Gold Award Proposal** (attached) must be filled in and submitted to your Award Leader for review and signing. You do not need to know what you are doing for each Section’s Activity before you begin. If you change your mind, or add in an additional Activity, then you will need to update your Gold Award Proposal and send through to your Award Leader as per the above steps.

*Please note: Ensure proposals have a good amount of detail, the SMART goal method is preferable, and goals are appropriate for a Gold Award Level. Proposals are required to be typed.*

* Once the Award is complete, Assessor Reports attached etc, you must write a detailed **Gold Award Summary** (template attached). This is uploaded into ORB before your Award Leader pushes ORB approval through to the State Award Office.

*Please note: The Gold Award Summary is a reflection in your own words on your experiences and challenges with the Award, it must be fairly detailed. Awards will not be approved without this document.*

* **Guide for Gold Award Participants:** Provides Activity ideas for your Award.
* **Gold Award Checklist:** Assists you check you have all requirements completed for each of your Sections on ORB. Great to fill out before submitting your Award for final approval.

**User Guides:** Web User Guide and the Participant App User Guide. Please read through these if you are unsure about how to use ORB. I recommend you download the app to log hours (Award set up must be done on a desktop).

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|  **Assessors:**It is a requirement of the Award that for each Section/ Activity you undertake you must have an appropriate Assessor. An Assessor must be over 18 and suitably qualified and/or experienced in your chosen Activity –**they cannot be a family member**. *Please note: Activities will not be approved in ORB until a suitable Assessor is added and paperwork is attached. Until Assessors are approved in ORB you will not be able to log any hours towards your Award.* Paperwork: It’s important that you have each of your Assessors fill inthe **Assessor Commencement** and **Volunteer Code of Conduct forms** and attach these into your ORB documents, along with the Assessors **Working with Children’s Check** (if Participant is under 18 years of age).*Please note: All documents being uploaded into ORB should be clearly labelled, eg:* * *Assessor Forms\_ Voluntary Service\_ Animal Shelter*
* *Assessor WWCC\_ Voluntary Service\_ Animal Shelter*
* *Assessor All Forms\_ Physical Recreation\_ Basketball*
 |

**Logging your Activity:**

For your Gold Award, your logging requirements for the **Physical Recreation**, **Skills** and **Voluntary Service** Sections are 1 hour every week (7 days), 2 hours every fortnight (14 days) or 4 hours every four week period (28 days) over the required time of 12 months (26 weeks) for each Section.

Additionally, **if this is your first Award**, you will be required to choose one of the Physical Recreation, Skills or Voluntary Service Sections as your ‘Major Section’. This means you will be required to undertake that Activity for a period of 18 months (52 weeks) instead of the standard 12 months.

For your **Adventurous Journey** Section, you will need to complete both a Practice Journey and a Qualifying Journey, each for a minimum of 4 days and 3 nights, both using the same mode of travel and both of a similar nature and in a similar environment, but not over the same route. As many school camps and family holidays do not meet the criteria, please discuss your Adventurous Journeys with your Award Leader prior to undertaking.

Please don’t hesitate to contact your Award Leader should you require advice or assistance on your Award.

I look forward to following you Gold Award journey and wish you good luck!

## TEMPLATE: Gold Award Process

**Email Use:** For Participants who are thinking about, or have already registered for a Gold Award. This email sets out the expectations for those undertaking the Gold Award, and gives helpful information about the process for obtaining a Gold Award.

**Attachments:**

* TEMPLATE\_ Gold Award Proposal
* TEMPLATE\_ Gold Award Summary
* Gold Award \_Checklist
* Gold Award\_ Guide for Participants
* Assessor Commencement Guide & Volunteer Code of Conduct

**Content:**

The process for Gold Awardees is as follows:

* Please register on ORB account via: <https://www.onlinerecordbook.org/fo/>
If you have already completed an Award, it’s important you log into your existing ORB account and follow the prompts for registering for a continuation Award.
* A **Gold Award Proposal** (attached) must be filled in and submitted to your Award Leader for approval and signing. You do not need to know what you are doing for each Section Activity before you begin. If you change your mind, or add in an additional Activity, then you will need to update your Gold Award Proposal and send through to your Award Leader as per the above steps.

*Please note: Ensure proposals have a good amount of detail, the SMART goal method is preferable, and goals are appropriate for a Gold Award Level. Proposals are required to be typed.*

* Once the Award Leader has reviewed and signed the Gold Award Proposal they will email to the State Award Office for approval and filing.
* Once notification is received from the State Award Office, you can start working towards your Award with support from your Award Leader.

*Please note: It’s important that you have each of your Assessors fill in the Assessor Commencement and Volunteer Code of Conduct forms and upload these into your ORB documents, along with the Assessors Working with Children’s Check (if you are under 18 years of age).*

* Once the Award is complete, Assessor Reports attached etc, you must write a detailed **Gold Award Summary** (template attached). This is uploaded into your ORB before your Award Leader pushes ORB approval through to the State Award Office.

*Please note: The Gold Award Summary is a reflection in your own words on your experiences and challenges with the Award, it must be fairly detailed. Awards will not be approved without this document.*

* Once your Award is pushed through on ORB, the State Award Office will review your ORB account, Assessor Reports, Gold Award Proposal, Summary and supporting documentation for approval. These documents are sent to The Duke of Edinburgh’s International Award- Australia (WA) Board for endorsement. Once approved, the Award is given final sign off in ORB and notification is sent to the Award Leader and Participant.

*Please note: This step can take up to a month.*

Other documents attached that may assist with Participants planning:

* Guide for Gold Award Participants
* Gold Award ORB checklist.

## TEMPLATE: What is The Duke of Edinburgh's International Award?

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 **Email Use:** These short snap shots can be used when describing The Award either in
 person or writing and when creating your own content about
 The Award.

**Attachments:** N/A

**Content:**

**3 Sec:**                    Challenging young people to find their purpose, passion and place in the world.

**15 Sec:**                 The Duke of Edinburgh’s International Award is a global framework for non-formal
 education, which challenges young people to discover their potential and young
 people to find their purpose, passion and place in the world.

**30 Secs:** The Duke of Edinburgh’s International Award is a global framework for non-formal education, which challenges young people to dream big, celebrate their achievements and make a difference in their world. Through developing transferable skills, increasing their fitness levels, cultivating a sense of adventure and volunteering in their community, the Award helps young people to find their purpose, passion and place in the world.

**60 Secs:**               The Duke of Edinburgh’s International Award is a global framework for non-formal education, which challenges young people to dream big, celebrate their achievements and make a difference in their world. Through developing transferable skills, increasing their fitness levels, cultivating a sense of adventure and volunteering in their community, the Award helps young people to find their purpose, passion and place in the world. It operates in more than 130 countries and territories, helping to inspire millions of young people. And it’s not limited by the boundaries of one programme or place. There are 1.3 million young people currently completing their own unique programme, via hundreds of thousands of youth focused partners and operators, including schools, youth organisations, examination board and youth offender institutions.

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## TEMPLATE: AJ information

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**Email Use:** For Participants who are thinking about, or are already planning their own AJ. Can be used for all Award Levels.

**Attachments:**

* Assessor Commencement Guide & Volunteer Code of Conduct
* TEMPLATE\_ Adventurous  Journey\_ Observations Report
* Adventurous Journey\_ Handbook Extraction
* TEMPLATE\_ Adventurous Journey Risk Management
* TEMPLATE\_ Adventurous Journey\_ Medical Information Sheet

**Content:**

Before planning for your AJ, I suggest reading through the Award Handbook which is available on The Duke of Edinburgh’s International Award website: <https://dukeofed.com.au/resource/handbook/> or via the Handbook extraction (attached). Some the basic criteria are outlined below:

* Participants must complete the AJ within a group of their peer group equals.  Each group must have a minimum four (4) to a maximum of seven (7) young people working together to achieve the same goal (if more than 7 people are on the trip you must be broken down into smaller groups of 4-7).  **The journey cannot be a tourist trip or family holiday.**
* The group must have a clearly defined goal for the journey and be responsible for all decision making during.
* **All**members of the group must be involved in the planning and training, and undertake a Practice Journey and Qualifying Journey (which can be conducted during the same journey- see below)
* Participants must utilise simple self-catering accommodation (eg; shelters, swags, tents or hostels) and largely self-sufficient throughout the journey.
* If you are under 18 you **must** have an adult supervisor on the journey for safety but they should not be involved in the decision making process.
* You must appoint an independent Assessor and have them complete the Assessor Commencement Guide & Volunteer Code of Conduct prior to embarking on your journey.  You will NOT get pre-approval without it.  Your Award Leader is NOT your Assessor or your Supervisor.  Your Assessor would be the person who accompanies you on your AJ.  Your Assessor cannot be a family member.

You will still need to complete your Preparation and Training, and submit for pre-approval at least a month prior to leaving on the camp/tour.  It is so important that you plan ahead for your AJ, complete the Preparation and Training early, and submit your AJ for pre-approval at least a month before you go so you aren't spending valuable time completing a journey that won't be approved.

Here are the minimum requirements for the Adventurous Journey for the different Awards:

* **Bronze Award:** Practice and Qualifying Journey’s must be 2 days + 1 night each, or 3 days + 2 nights combined and must have 6 hours of purposeful effort per day (see below table).
* **Silver Award:** Practice and Qualifying Journey must be 3 days + 2 nights each, or 5 days + 4 nights combined and must have 7 hours of purposeful effort per day (see below table).
* **Gold Award:** Practice and Qualifying Journey must be 4 days + 3 nights each, or 7 days + 6 nights combined and must have 8 hours of purposeful effort per day.

*Please note: Purposeful effort means time spent towards accomplishing the journey goal.  This does not include time associated with sleeping, cooking and eating.*

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| **AWARD** | **PRAC JOURNEY** | **QUAL JOURNEY** | **PURPOSEFUL HOURS PER DAY** | **PRAC & QUAL COMBINED** | **PURPOSEFUL HOURS PER DAY WHEN PRACT & QUAL COMBINED** |
| **BRONZE** | 2 days/ 1 night | 2 days/ 1 night | 6 hours | 3 days/ 2 nights | 8 hours |
| **SILVER**  | 3 days/ 2 nights | 3 days/ 2 nights | 7 hours | 5 days/ 4 nights | 8.4hours |
| **GOLD** | 4 days/ 3 nights | 4 days/ 3 nights | 8 hours | 7 days/ 6 nights | 9.14 hours |